

Banff, Macduff and District Men's Shed

Business Plan

**In Support Our Application
For An Asset Transfer of
Kingswell Nursery Previously
*The Ramsey School***

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Contents

1. EXECUTIVE SUMMARY
2. PURPOSE OF PLAN
3. BUSINESS DETAILS
 - History
 - Work experience
 - Advisers
4. PRODUCTS & SERVICES
5. THE MARKET
 - Market research
 - Customers
 - Competitors
 - Pricing
 - Distribution
 - Branding & design
 - Promotion & selling
6. OPERATIONS
 - Staff & others involved
 - Premises
 - Legal
 - Suppliers
 - Quality
 - Info technology
 - Environmental
7. FINANCE
 - Capital expenditure
 - Income
 - Overheads
 - Finance
 - Longer term business aims
8. APPENDIX
 - SWOT
 - Year End Balance Sheet
 - Company & Charity Registration
 - Roofing Repair Quotation
 - Energy Report (Pending)
 - Floor Plan
 - Site Map
 - Letters of support

1. EXECUTIVE SUMMARY

A Men's Shed is a community-based, non-profit, non-commercial organization accessible to all, providing a safe, friendly and healing environment where people are able to work on meaningful projects at their own pace in their own time in the company of others. It provides a supportive environment for people to gather, volunteer, work, teach, learn and seek fellowship with other like-minded people, and promote and stabilise the mental, physical, emotional and economic wellbeing of people in our community.

Men's Sheds are similar to garden sheds – a place to pursue practical interests at leisure, to practice skills and enjoy making and mending. The difference is that garden sheds and their activities are often solitary in nature while Men's Sheds are the opposite. They're about social connections and friendship building, sharing skills and knowledge, and of course a lot of laughter

For a long time research has shown the negative impact of loneliness and isolation on a person's health and wellbeing. Recently we have seen more evidence come to light that shows loneliness and isolation can be as hazardous to our health as obesity and excessive smoking. Surveys from mental health charities are finding that millions of people report feeling lonely on a daily basis. Both men and women can be affected but reports show that men typically find it more difficult to build social connections than women and unlike women of a similar age, less older men have networks of friends and rarely share personal concerns about health and personal worries. It is not the case for all men, but for some, when retirement comes, it can feel like personal identity and purpose is lost. Men's Sheds can change all of that.

Sheds are about meeting like-minded people and having someone to share your worries with. They are about having fun, sharing skills and knowledge with like-minded people and gaining a renewed sense of purpose and belonging. As a by-product of all of that they reduce isolation and feelings of loneliness, they allow people to deal with mental health challenges more easily and remain independent, they rebuild communities and in many cases, have saved lives.

2. PURPOSE OF PLAN

After nearly 2 years of searching for a suitable premises for the Banff Macduff and District Men's Shed, this Business Plan will support our application for an asset transfer of the Former Kingwell Nursery. Previously The Ramsey School. The Business Plan will detail the positives and negatives of an Asset Transfer of the Kingswell Nursery from Aberdeenshire Council to the Banff Macduff and District Men's Shed. It will highlight the suitability and sustainability of the premises to the Men's Shed and also show the benefits to the wider Community.

3. BUSINESS DETAILS

**Banff, Macduff & District Men's Shed
Unit 5, 83 North Castle Street
Banff
AB45 1JJ
Phone: 07780003364
Email: secretary@bmdmensshed.org
Website:
Charity No. SCO48855
Start date The Men's Shed formed in August 2018**

History

Following several failed attempts over a number of years The Banff, Macduff & District Men's Shed was established just over 1 year ago, we gained charitable status on the 21st November 2018. Originally meeting in a room provided by a local public house. In early 2019 following changes to the committee, a positive and ambitious plan was put in place to secure premises in the short term which would kick start the group. Having actual space to meet and work has attracted new members and allowed us to undertake projects that have in turn built our profile and reputation in the community. After receiving a generous donation from another local charity we were able to rent 2 industrial units in March 2019. Since moving to these premises we have taken on a number of projects:

- **Design, build and installed a new counter for the Deveron Age Concern Shop in Macduff**
- **Built a prop for the local professional Magician.**
- **Cleared debris from the Macduff Primary School grounds**
- **Cleaned and re-stained benches for the residents of Airlie Gardens, establishing links with the residents and gaining new members.**
- **Made bird nesting box kits and welcomed the Macduff Brownies to make them.**
- **Help Friends of Tarlair with beach clean and gala days**
- **Assisted Deveron FM (Local Radio Station) at roadshows, which has led to one member presenting a regular show on the radio and another being trained.**
- **Erected and dismantled the stage platform for the Deveron Singers for their concert at The Banff Academy.**

- **Assist installing and removing the Banff & Macduff Christmas lights 2018/19/20**
- **Hosted the Christmas Toy Bank run by mothers from the local Mum's and Tots group distributing donated toys to families less well off.**
- **We are currently making window staging and notice boards for use by the Deveron Age Concern Shop in Macduff.**
- **We have committed to help the residents of Hutcheon Street plant up their street planters in the spring of 2020**
- **Made improvements to the premises we rent by extending plumbing and drainage systems to allow the fitting of a kitchen area and storage shelves, laying floor coverings and installed broadband both donated by local businesses**
- **Raised funds by selling and raffling various products made by members, wood turning, dolls house, bird feed and feeders, planters, pot plants, tablet, vouchers etc. . . . We held a fundraising evening where one of our members sang live in the lounge for one night only which gave our funds a significant boost.**
- **Upcycling products for selling at Macduff Market and Deveron Age Concern.**

It was agreed from the outset that 12 months lease of our new premises would be financially achievable and at the end of that period an alternative location would need to be found for the long term viability of the group. We have in place a stop-gap storage facility in the event that it's required but obviously one move to a permanent home would be preferable. Our current home is rather restricted in space and consequently our ability to handle multiple projects is impeded. Since our inception we have been searching for suitable premises that would meet our needs. To date, only the former Kingswell Nursery Building has the space and facilities that will enable us to continue to grow and extend our activities. The Kingswell nursery building will meet our needs for the short and long term, not too big to maintain but will allow us to expand. Our aim is to utilize the storage space at the left of the building, which will allow the workshop area to remain a tidy and productive space, alongside the workshop a separate "clean" room can be provided for crafts and IT projects etc. There is the opportunity to develop a garden area which will have a positive visual impact on the area and will attract new members. We also want to provide space for other groups who can't justify having a full time premises of their own, such as we have done for the Banff toy bank this Christmas.

Work experience & qualifications

- **The breadth of experience and skills of our members are quite varied**
- **Our members come from a variety of backgrounds and have a wide range of skills and experience. Members are very keen to offer their expertise to help with the running of the Men's Shed. The Members get a great deal of**

satisfaction from helping and often benefit from a feeling of self-worth. Having the wide spectrum of Tradesmen and Professionals that we have, has already helped save time and money and also serves to ensure that tasks are completed in a timely manner. This will ensure that the Men's Shed will continue in a proper and professional manner and will provide a good grounding and set standards for the future.

Our members have gained experience from a variety of sectors including:-

Building and Construction

Oil Industry

Agriculture

Fishing

Boat Building

Forestry

Health and Care

Horticulture

Media and Broadcasting

Health Service

Finance

Retail

Travel and Tourism

Hospitality and Catering

Transport & Haulage

Through these industries we have members with a variety of trades and professions:-

Joinery

Carpentry

Plumbing

Building

Electrician

IT Management

Accountancy

Medical Practitioner

Teaching

Engineering and Mechanics

Retailer Management

Public Relations

Media and Broadcasting

Transport and Logistics

Restoration and maintenance of Historic Buildings

Project Management

In addition to skills and experience through employment, many of our members have skills gained through their hobbies interests.

This wealth of experience will allow the maintenance of any property we inhabit to be carried out in a cost effective and timely manner and to a very high standard.

Advisers consulted

- **Bank: The Bank of Scotland, Low Street, Banff**
- **Aberdeenshire Council**
- **Scottish Men's Shed Association**
- **Existing neighbouring Men's Sheds**
- **We have consulted a specialist roofing contractor Norman Sutherland who has advised us regarding the roof of the premises**
- **Martin Skinner CCF (Climate Challenge Fund) Project Manager regarding advice on energy efficiency.**

4. PRODUCTS & SERVICES

Our Product/Service is to provide a place where people 18+ could meet socialize, build, repair and upcycle, use skills that have been developed over years and pass them on to others and to connect with other community groups, assisting them when we can. This will in turn our help and allow other groups to meet their full potential. We appeal to individuals who find themselves isolated in the community they live in as a result of retirement, physical or mental ill health, divorce or being widowed amongst others.

The land included with the property will add huge value to what we can offer both practically and from a health and well-being perspective. If successful in our application our intention is to develop a garden area with glasshouse or poly-tunnel.

We will retain the main grass area and offer access to other community groups for outdoor learning and exercise particularly infant early learning groups.

5. THE MARKET

Market research

- **Our catchment Area is some 16 or so miles around Banff & Macduff although this is not a hard and fast rule**
- **We have in a short time attracted 42 signed up members. Plus over 170 Facebook followers**
- **We have been contacted by other social care groups who feel that we could contribute to the overall care sector in this area.**
- **The potential for members is unlimited. As news of our existence is becoming more widely known, our membership is continually increasing.**
- **We have recently been contacted by a representative of the Fishermen's Mission which covers Fraserburgh, Banff and Macduff. The Fisherman's**

Mission supports all working and retired fishermen, they have requested a meeting to discuss how we can work together. We also attended the “Fits Happening” event at Chalmers Hospital in Banff and were overwhelmed by the interest and support from the other organisations in attendance, many of whom have also contacted us with a similar view, ie working together and providing support in our Community. Although we are aware that we cannot fix many of the problems that people face, we feel that we can be part of the process.

Customers

- **Our target users are people aged between 18 and 70+ from all backgrounds, our current membership includes a retired GP, men from many industries employed and self-employed, businessmen and even the conductor of a Swiss orchestra amongst many others.**
- **Individuals who find themselves as a result of retirement, physical or mental ill health, divorce or being widowed amongst others, being isolated in the community they live. There are groups in our area who help these people get back on track but need to find opportunities to ensure that their clients journey continues and that they do not they do not revert to their previous situation.**
- **Our catchment area is 16 or so miles around Banff & Macduff although this is not a hard and fast rule as it is possible to be a member of more than one Men’s Shed**
- **Currently we are open 2 days and one evening a week, however as demand increases and members need more access, more days will be added.**
- **We have been approached by a number of groups interested in sharing premises, as an occasional drop in. (Although this was one of our main goals the number has surprised us.)**

Competitors

- **In our immediate area there is no other organisation offering what we do. The nearest being Aberchirder and Turriff.**

Pricing

- **In order to be inclusive there are no membership fees, all members are welcome.**

Distribution

- **Most of our restored items are delivered and collected by the owner. When attending Markets and Events, we transport our equipment and goods in member’s vehicles.**

Branding & design

- **We are part of the Scottish Men's Shed Association and as such are permitted to use the SMSA logo.**

Promotion & selling

- **We regularly take a table at the monthly Macduff Farmers Market**
- **We manned a table advertising the Banff Macduff and District Men's Shed at the local Tesco Store. We had a very successful day and will be repeating this in the near future at Tesco and at the Co-operative store in Banff.**
- **We spent a day bag packing at the local Tesco store and will be repeating this, we have also been asked to do the same at the Co-operative store in Banff.**
- **We are listed on the SMSA (The official Scottish Men's Shed Association) website.**
- **We have a Facebook page with currently 162 members**
- **We have had an advertisement on the local Community radio station**
- **We have posters at various locations around the two towns**
- **We have attended Galas and events locally, including Tarlair Gala and Coastal Fringe Festival, often accompanying and assisting Deveron FM. We have already been asked back and are looking forward to Coastal Fringe Festival 2020**
- **The events are usually well attended by our members, which gives us the opportunity to network with the Community and often attracts new members.**
- **We are always planning ahead and looking for avenues and events which will allow us to promote the Men's Shed and also raise funds. We take advantage of the Christmas market, ie making Christmas decorations and gifts, in the winter and spring we make and sell bird feeders and nesting boxes. When attending events we have a sales table with various products showcasing our member's talents and skills.**
- **The events that we have attended in the past have incurred little or no costs. We are often asked to attend and offered free entry.**

6. OPERATIONS

Staff & others involved

- **All our staff are Volunteers and we have no plans to employ staff**
- **Operations take place In House and at various local locations as needed. We take great pains to ensure that any project we undertake for private individuals does not impact upon any local business that could do the work required.**
- **We have a meeting every week on Thursday evening at 7pm. All members are welcome. We discuss the everyday operations of the group and discuss ongoing projects and upcoming events. This is an opportunity for every member to get involved and have their say. It is also a very good opportunity for socialising and meeting other members.**
- **We attend the Macduff Market on the last Saturday of each Month. Our table is manned by members who volunteer on an informal rota basis, most members are keen to help.**
- **There are several Galas and Events that we attend throughout the year. These are manned by our members who volunteer their time. We set a rota to ensure that the stall is manned at all times and also allow members time to enjoy the event if they wish to do so.**
- **We are open on Tuesday from 10.30am – 3.30pm
 Thursday from 6pm – 9pm
 Sunday from 11am – 3pm**
- **These hours will increase as our membership increases. Out with these hours, members can access the Shed at any time and use the facilities. This frequently happens but not on a regular basis. We only advertise the times that we know we can commit to in order to avoid disappointing visitors or potential new members etc.**

Premises

- **We currently reside at Unit 5, 83 North Castle Street, Banff, but hope this application will enable us to lease The Former Kingwell Nursery. Previously The Ramsey School**
- **We are asking for a 99 years at a Rent £100 per year as a registered charity 100% discounted rates and water rates will apply**

- **Location is Seafield Street Banff, formerly a nursery the grade C listed building. Internally, the building is divided in half. One side being one long open room the full length of the building and one end fitted with various kitchen utilities and a fire door. The other side consists of an entrance leading to a small office and toilet, a corridor with coat hooks accessing the kitchen with a fitted sink and counters, electricity distribution board and a cupboard containing the hot water cylinder. There is a disabled toilet and finally a room containing two wc's and fire door. Outside to the right of the building is a large concrete hard standing suitable for a temporary structure. To the left is a wooden storage shed. The ground in front of the building is flat, mainly down to grass with a central path.**
- **Internal refurbishment is required, most of which will be done in-house. We have been donated a large amount of materials. The building has an extensive Fire alarm system and extinguishers (will need inspection as they were last inspected in 2018). The building has disabled access and toilet facilities.**
- **The building has an alarm system which we presume is in working order. An energy review is pending, the results of which will advise on any future investment in environmentally sustainable and cost effective systems.**
- **The building is suitable for immediate occupation by the Men's Shed taking into account the in-house skills we have. Some immediate remedial work is urgently required to prevent the future deterioration due to the roof, guttering and pointing being allowed to disrepair.**

Legal

- **Insurance has been arranged through Greenwood Moreland Insurance via the SMSA.**
- **We will need to talk with the local planners regarding what we can and cannot do with regard to temporary structures such as a polytunnel, greenhouse or shed.**
- **We have an in house accountant to help with OSCAR reports etc.**
- **We use the recommended SMSA HSE and risk assessment recommendations and legal documentation.**
- **We pay an annual SMSA membership fee of £20**

Suppliers

- **Most of our products and materials used for up cycling have been donated. The small amount of materials that we sometimes require, ie glue paint etc.**

is sourced locally. We have accounts with Trend DIY and the Spotty Bag Shop who are very helpful and keen to support the Men's Shed and do offer us generous discounts.

- Deveron Age Concern are continually looking for items that we can up cycle and sell in their shop. e.g. They give us plates and we make cake stands. The cake stands are then sold in their shop and we get the proceeds.
- The Good Sleep Company has offered us some furniture which can be repaired and up cycled. We will sell the finished products Online and at the Macduff Market and at some of the events that we attend throughout the year. We will set aside a small area in our premises where we can display finished items for sale.
- The Plough Inn Macduff bought new furniture and gave us their old chairs. A clean up and some minor repairs before being repainted or offered as "up cycle your own" has proven very popular.
- We are continually being offered goods for up cycling. Unfortunately a lack of storage space and a limited amount of workspace is inhibiting our ability to keep up with the demand at the moment. The extra space at the Kingswell Nursery will be a great asset.

Quality

- We endeavour to produce and restore items to a very high standard. We are asked to restore items that are of sentimental value and feel it is important that these objects are treated appropriately. Items for selling should also reflect the high standards that are attainable by our members.
- A few of our members will be attending a course to enable us to PAT Test items in house. This is not only necessary for Health and Safety but will also be useful when restoring or making items for selling

Info technology

- We currently have one computer and a broadband link has been donated. We would like to establish more computers and teach members who currently have no internet connection how it could enhance their lives and what they need to do to protect themselves against scams, phishing etc.
- We have an in-house member who is experienced in computer security etc.
- We already have a domain name registered and an in house web designer

Environmental

- In the last 12 months our waste profile has been very small, certainly far less than an average household. We recycle as much as possible and are continually looking for ways to reduce waste and help protect our environment.
- Most of our products and projects involve recycling and we always look to use environmentally friendly or biodegradable materials where possible.
- Although as a charity we qualify for 100% water rates discount, we intend to arrange to harvest rain water to supply the gardens etc.

7. FINANCE

Capital expenditure

- We currently have a well equipped workshop. We secured a Grant from Aberdeenshire Council for £5,000 for tools and another £2,000 from Wee Grants for Wee Groups. We also regularly receive donations of tools and materials from local groups, organisations and from the general public. Most of the donations are from retired tradesmen and are of a professional standard and are good quality items.

Equipment	£
Makita Drill & Impact Driver + Battery	263.16
Makita Compound Mitre Saw	549.00
Makita Extending Mitre Saw Stand	99.00
4 x Makita 18v Li-on Batteries	196.00
Makita 18v Router/Trimer	279.00
Draper Pillar Drill	389.00
Router Table	270.00
SIP Wood lathe and tools	919.00
Sjobergs Nordic Plus Work Bench	316.63
First Aid Kit	25.77
PPE ear defenders, glasses. Masks etc.	107.85
Draper Socket Set	53.96
Liberon Finishing Oil 500ml	7.71
Heavy Duty Truck 300kg	39.99
Tap and Die Set	32.39
15 piece router bits	29.99
Screwdrivers, Pliers, Wire Stripper, Tube Cutter	49.96
TOTAL	3,628.41

Income

- We do not have one guaranteed source of income i.e. Membership Fees. We do however have several sources of income available to us.

Grants

Donations

Sales

Fund Raising

- We are continually looking at the different Grants available to us and have been very successful with our applications in the past.
- There seems to be quite a number of groups, organisations and individuals that are keen to support the Men's Shed. We fully expect that this will continue and we are very grateful for their support.
- There seems to be quite a demand for up cycled products at the moment, this is something that we are quite keen on and are taking advantage of the trend. We will continually look at the market place and investigate potential sales trends.
- There is a diminishing number of Trades and Craftsmen who can repair cherished items. The wide variety of members in our Shed, with the array of tools and equipment that we have, seems to be attracting a lot of interest and we are continually being asked to restore and repair tired or damaged goods.
- We held a fundraising night in Macduff in December 2019. This proved very successful and is something that we will definitely repeat. It is also a revenue stream that can be exploited at any time if a need for a quick cash injection is required.
- A Patron Scheme has been established to help out in the case of a lean period or in the case of unexpected emergencies.. Our scheme is similar to the Patron Scheme used by Portsoy Boat Festival, albeit on a smaller scale. Patrons pledge to provide financial support to a maximum of £300 if called upon. To date we have 9 signed up Patrons. The Patron scheme will be assessed annually and participants contacted to confirm their continued support. Patrons will only be called on as a last resort .
- Our main goal is the benefits we provide to our members, wellbeing, mental health etc. Income is secondary but we are aware that we do need money too. We will continue to explore appropriate revenue streams.

Overheads

- Our main overhead is Rent – 2 Units at £200 per month = £400 per month. We cannot reasonably sustain this. We agreed to rent these premises for one year to allow us to get established and assess the need for a Men's Shed in our area. In view of the feedback, local support and increasing

membership we are all agreed that there is a need and that we need to do what we can to continue. At the end of March, we will either downsize to one unit or look to move to a temporary location until suitable permanent premises can be found. The option to downsize will only be considered if we were confident that a permanent location is imminent.

- In the event of securing the Kingswell Nursery our costs will be.

Per annum	
Rent	£100 Actual
Insurance	£500 Est based on quote
Heat & Light	£600 Est based on previous year
Admin	£300 Est based on previous year
Tools and Equipment	£500 Est based on previous year
Building Maintenance	£600 Estimate
Telephone and Broadband	£300 Est based on previous year
Fundraising expenses	£400 Est based on previous year

Total £3,300 per year

These figures are estimates but are based on the actual figures

Cost of materials for repairing and up cycling goods for sale will vary and will be recovered by the sales revenue. Items are usually donated therefore margins are high, sometimes as high as 100%.

The costs incurred to repair or refurbish personal items will be covered by the owner. In the past we have always received a small deposit to cover costs before the work started.

Finance

We currently have £1,500 in the bank.

Projected expenditure to end May 2020

	Feb	Mar	Apr	May
Rent	Paid	400	200	200
Heat & Light	50	50	50	50
Insurance				
Admin	40	40	40	40
	90	490	290	290
Running Total	£90	£580	£870	£1060

The £1500 that we have in the bank will cover the running costs till the end of May, leaving us with £440 at the start of June. If by that time we are not relocated,

we might have to look for storage for our equipment and postpone operations till suitable premises are not found. We would continue to meet on a regular basis in a bid to ensure that the Shed will re-open as soon as possible.

We are fortunate to be chosen as one of the nominated charities in the current round of the Co-op Community Fund. We are anticipating a payment from this fund in late March / early April. This will help considerably and will go some way towards securing our future.

Longer term business aims

- **We envisage that the Banff Macduff and District Men's Shed will flourish in the same manner as other Men's Sheds throughout the country. We know there is a great need for a Men's Shed in our area and are committed to ensuring our continuity.**
- **Moving to a location such as the Kingswell Nursery in a prominent area will raise our profile and will attract new members. The additional space will allow us to increase our activities, again attracting more members and securing our future in the Community.**

8. APPENDIX

- **SWOT**
- **Year End Balance Sheet**
- **3 Year Forecast**
- **Company & Charity Registration**
- **Roofing Repair Quotation**
- **Energy Report (Pending)**
- **Floor Plan**
- **Site Map**
- **Letters of support**